



**COUNTY OF LOS ANGELES**  
**OFFICE OF PUBLIC SAFETY**

**DEPARTMENT OF HUMAN RESOURCES**

375 KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012  
(213) 974-1302 FAX (213) 620-7141

*To Enrich Lives Through Effective and Caring Service*

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

**MARGARET A. YORK**  
CHIEF, OFFICE OF PUBLIC SAFETY

May 15, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 383  
Los Angeles, CA 90012-3265

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BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

Dear Supervisors:

**OFFICE OF PUBLIC SAFETY FY 2006-07 CRITICAL UNMET NEEDS**

This is to advise your Board of the Fiscal Year 2006-07 critical unmet needs for the Office of Public Safety (OPS), which were not addressed in the Chief Administrative Officer's recommended budget. The funding requested for these operational areas are key in our efforts to ensure public and employee safety in County parks, hospitals, clinics, and other facilities.

**Recruitment**

The OPS seeks \$745,000 to fund staffing, advertising, and other expenses related to the implementation of our recruitment plan. As you may be aware, there are currently 80 vacancies within the OPS police officer classification. The OPS budget recommended by the Chief Administrative Officer provides for an additional 34 police officer positions, which will increase to 115 the number of police officer vacancies.

Administrative Services Bureau  
13001 Dahlia Street  
Downey, CA 90242-4100  
Phone (562) 940-8379  
Fax (562) 803-1843

Facilities Services Bureau  
B-75 Hall of Records  
320 West Temple Street  
Los Angeles, CA 90012-3220  
Phone (213) 974-9603  
Fax (213) 617-2143

Health Services Bureau  
13001 Dahlia Street  
Downey, CA 90242-4100  
Phone (562) 940-8360  
Fax (562) 803-0013

Parks Services Bureau  
2101 N. Highland Avenue  
Bungalow D  
Los Angeles, CA 90068-3240  
Phone (323) 845-0075  
Fax (323) 882-8209

We currently have 1.0 police officer allocated for recruitment outreach efforts, and 3.0 police officers allocated to conduct background investigations. This request will provide for 1.0 Sergeant to supervise our recruitment outreach efforts, 1.0 Sergeant to supervise the background investigators, 2.0 police officers to conduct background investigations, and 1.0 Lieutenant to manage these functions in addition to our Training Unit and other specialized sworn functions.

The request also includes funding to conduct outreach efforts. These activities include enhancement of the OPS website, media advertisement, registration fees for job fairs, and out-of-state travel.

### **Park Services Bureau Supervision**

The OPS seeks \$340,000 to provide 4.0 additional Lieutenant positions to enhance supervision and management oversight of the Parks Services Bureau (PSB). There are currently 2.0 Lieutenant positions budgeted within PSB, one is assigned to the North Region and one is assigned to the South Region. Given the vast geographical area patrolled by PSB, it is operationally ineffective for one person to manage the staffing and provide effective oversight of the patrol officers. Additionally, PSB patrols park facilities on a 24-hour basis thus a majority of the patrol shifts operate without the benefit of the Lieutenant functioning as the Watch Commander.

### **Contract Monitoring and Procurement**

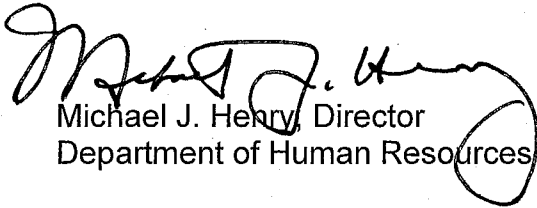
The OPS seeks \$291,000 to provide 4.0 additional Contract Monitors and 1.0 Administrative Assistant III (AAIII) for contract procurement. The OPS manages 18 contracts that provide security guard services at 200 County facilities. Currently 8.0 Contract Monitor positions are budgeted, which equates to a workload factor of 25 facilities, plus Living Wage compliance monitoring per staff position. The additional positions are requested to expand contract monitoring efforts by conducting site visits on a more frequent basis. This will allow for the early identification and remediation of potential violations of the contract provisions, thus enhancing the security of the public and employees at County facilities serviced by security contracts.

As your Board is aware, staffing issues have negatively impacted our ability to complete the solicitation process for new security contracts. We have embarked upon an ambitious plan to solicit for replacement of all 18 contracts within the next 24 months. However, this ongoing workload in addition to the maintenance of appropriate documentation of changes in existing contracts exceeds the level of work which can be accomplished by the one budgeted position. The additional position will provide sufficient staffing resources necessary to procure and manage security contracts.

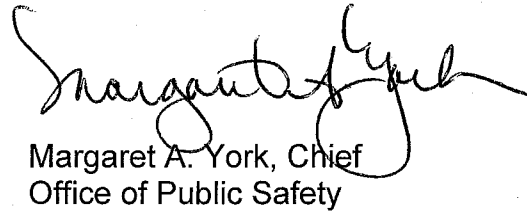
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We appreciate your consideration of these critical unmet needs and look forward to continuing our work together to address the safety requirements of County facilities. Should you require additional information regarding any of these items, please contact Chief Margaret A. York at (213) 974-1120.

Sincerely,



Michael J. Henry, Director  
Department of Human Resources



Margaret A. York, Chief  
Office of Public Safety

MJH:MAY:MM:mlm

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors